

MEDICAL CONDITIONS POLICY

To support children’s wellbeing and manage individual health requirements, our Centre will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We aim to take every reasonable precaution to protect children’s health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise.

NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN’S HEALTH. AND SAFETY | | |
|---|---------------------------------|---|
| 2.1 | Health | Each child’s health and physical activity is supported and promoted. |
| 2.1.1 | Wellbeing and comfort | Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest, and relaxation. |
| 2.2 | Safety | Each child is protected. |
| 2.2.1 | Supervision | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
| 2.2.2 | Incident & emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. |

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS | |
|--|--|
| 12 | Meaning of serious incident |
| 86 | Notification to parent of incident, injury trauma or illness |
| 87 | Incident, injury trauma and illness record |
| 90 | Medical Conditions Policy |
| 90(1)(iv) | Medical Conditions Communication Plan |
| 91 | Medical conditions policy to be provided to parents |
| 92 | Medication record |
| 93 | Administration of medication |
| 94 | Exception to authorisation requirement—anaphylaxis or asthma emergency |
| 95 | Procedure for administration of medication |

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| 136 | First Aid qualifications |
| 126 (c) and (d) | Health information to be kept in enrolment record |
| 168 | Education and care services must have policies and procedures |
| 170 | Policies and procedures are to be followed |
| 173(2)(f) | Prescribed information to be displayed- a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service |
| 174 | Time to notify certain circumstances to Regulatory Authority |

RELATED POLICIES

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| Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Asthma Management Policy Anaphylaxis Management Policy Celebrations Policy Child Safe Environment Policy Diabetes Management Policy Enrolment Policy Covid-19 Management Policy | Epilepsy Management Policy Family Communication Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy Privacy and Confidentiality Policy Sick Children Policy Supervision Policy Work Health and Safety Policy |
|---|---|

PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure services have policies and procedures in place for medical conditions. We aim to efficiently respond to and manage the medical conditions, health care needs or allergies of children and educators ensuring the safety and wellbeing of all children, educators, families, and visitors at our Centre.

SCOPE

This policy applies to children, families, educators, management, and visitors of the Centre.

DUTY OF CARE

Our Centre has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in the Centre are met. This includes our responsibility to provide:

- a. A safe environment for children free of foreseeable harm *and*
- b. adequate supervision of children at all times

IMPLEMENTATION

We will involve all educators, families, and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. Our Centre is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or relevant medical conditions including having families provide written permission to display the child's medical management plan in prominent positions within the Centre.

There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy, or medical condition is enrolled at the Centre. Key procedures and strategies must be in place prior to the child commencing at the Centre to ensure their individual health, safety, and wellbeing.

It is imperative that all educators and volunteers at the Centre follow a child's Medical Management Plan in the event of an incident related to a child's specific health care need, allergy, or medical condition.

The Management/Approved Provider will ensure:

- All enrolment forms are reviewed to identify any specific health care need, allergy, or medical condition
- Existing enrolment forms are reviewed, and parents contacted to confirm if the existing diagnosed health care need, allergy, or relevant medical condition still applies and whether any new needs have been diagnosed
- Parents are provided with a copy of the Centre's *Medical Conditions Policy* and any other relevant medical conditions policy
- A child is not enrolled at, nor will attend the Centre without a Medical Management Plan and prescribed medication by their medical practitioner. In particular, medication for life-threatening conditions such as asthma, anaphylaxis or diabetes must be provided at the Centre each day (e.g., asthma inhalers, adrenaline auto injection devices or insulin)
- Educators have knowledge and access to this policy and relevant health management policies (*Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes/Epilepsy Management Policy*)
- Educators have a clear understanding of children's individual health care needs, allergy or relevant medical condition that may be ongoing or acute/short term in nature
- New staff members are provided with an induction and ongoing training to assist managers and educators effectively and children with medical management plans are clearly identified

- All aspects of operation of the Centre must be considered to ensure inclusion of each child into the program
- To develop a communication plan in collaboration with the Nominated Supervisor/Responsible Person and lead educators to ensure communication between families and educators is on-going and effective
- Educators are provided with annual ASCIA anaphylaxis e-training to provide consistent and evidence-based approaches to prevention, recognition, and emergency treatment of anaphylaxis
- At least one educator or nominated supervisor is in attendance at all times with a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate (as approved by ACECQA)
- Educators have a clear understanding about their role and responsibilities when caring for children with a diagnosed health care need, allergy, or relevant medical condition
- Families provide required information on their child's health care need, allergy, or relevant medical condition, including:
 - medication requirements
 - allergies
 - medical practitioner contact details
 - medical management plan
- A medical management plan has been developed in consultation with parents and the child's medical practitioner and provided to the Centre and/or
 - An individual Asthma or Anaphylaxis Action Plan is developed in consultation with parents and the child's medical practitioner e.g.: (ASCIA) or National Asthma Council of Australia.
 - An individual Diabetes Management Plan is developed in consultation with parents and the child's medical practitioner
- A risk minimisation plan has been developed in consultation with parents and management prior to the child commencing at the Centre
- Educators will be informed immediately about any changes to a child's medical management plan and risk management plan
- To record any prescribed health information and retain copies of a medical management plan, anaphylaxis management plan or asthma management plan and risk minimisation plan in the child's enrolment folder
- Educators have access to emergency contact information for the child

- Relief staff are informed of children and educators who have specific medical conditions, food allergies, the type of condition or allergies they have, and the Centre's procedures for dealing with emergencies involving allergies and anaphylaxis
- A copy of the child's medical management plan is visibly displayed (in an area not generally available to families and visitors) but known to all educators in the Centre
- Procedures are adhered to regarding the administration of medication at all times
- Administration of medication record is accurately completed and signed by the educator and witness
- Copies of children's medical management plans and medication are taken on any excursion or emergency evacuation from the Centre
- A notice is displayed prominently in the main entrance of the Centre stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Centre, and providing details of the allergen/s. (regulation 173)
- Information regarding the health and wellbeing of a child or staff member is not shared with others unless consent is provided in writing, or provided the disclosure is required or authorised by law under relevant state/territory legislation.

The Nominated Supervisor/Responsible Person/educators will ensure:

- In the event that of a high-risk scenario where a child suffers from an allergic reaction, incident, situation, or event related to a medical condition the Centre and educators will follow the child's emergency Medical Management Plan as per Regulation 90(1)(c)(ii)
- The first aid responder will commence first aid measures immediately as per the child's Medical Management Plan
- Urgent medical attention from a registered medical practitioner is contacted if required
- An ambulance is called by dialling 000 if the child does not respond to initial treatment
- The Nominated Supervisor will contact the child's parent/guardian or emergency contact when practicable, but as soon as possible
- The Nominated Supervisor will ensure the *Incident, Injury, Trauma, and Illness Record* is completed in its entirety
- The Nominated Supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident

Food Handlers will ensure:

- To keep up to date with professional training to help manage food allergies in ECEC services
- Practices and procedures are in place, and adhered to, in relation to safe food handling, preparation and consumption of food

Families will ensure:

- They provide management with accurate information about their child's health needs, allergies, medical conditions, and medication requirements on the enrolment form
- The Centres enrolment form is completed in its entirety providing specific details about the child's medical condition
- They acknowledge they have received/or are provided access to the *Centre's Medical Conditions Policy and Administration of Medication Policy* at time of enrolment
- They provide the Centre with a medical management plan prior to enrolment of their child
(Appendix A)
- They consult with management to develop a risk minimisation plan and communication plan
(Appendix C)
- They notify the Centre if any changes are to occur to the medical management plan through the communication plan and/or meetings with the Nominated Supervisor
- They provide adequate supplies of the required medication and medical authorisation on *Administration of Medication Record*
- They provide an updated copy of the child's Medical Management Plan **annually** or evidence from a medical practitioner to confirm the plan remains unchanged
- They provide enrolment documentation of any medical condition annually - Notification of Medical Status **(Appendix B)**

MEDICAL MANAGEMENT PLAN

Any medical management plan provided by a child's parents and/or registered medical practitioner should include the following:

- Specific details of the diagnosed health care need, allergy, or relevant medication condition
- Supporting documentation (if required)
- A recent photo of the child
- Current medication and dosage prescribed for the child

- If relevant, state what triggers the allergy or medical condition
 - First aid/emergency response that may be required from the Centre
 - Any medication that may be required to be administered in case of an emergency.
 - Further treatment or response if the child does not respond to the initial treatment.
 - When to contact an ambulance for assistance.
 - Contact details of the medical practitioner who signed the plan.
 - The date of when the plan should be reviewed.
- A copy of the medical management plan will be displayed for educators to see to ensure the safety and wellbeing of the child, whilst ensuring the child's privacy by displaying only in an area generally only available to educators of the Centre.
 - The Nominated Supervisor must ensure the medical management plan remains current at all times.
 - Educators are updated immediately about any changes to a child's medical management plan.

RISK MINIMISATION PLAN

All children with a diagnosed health care need, allergy or relevant medical condition must have a risk minimisation plan in place. (Regulation 90(1)(c))

The Nominated Supervisor will arrange a meeting with the parents/guardian as soon as the Centre has been advised of the diagnosed health care need, allergy, or medical condition. During this meeting, a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

- That the risks relating to the child's specific health care need, allergy, or medical condition are assessed and minimised
- That practices and procedures in relation to the safe handling, preparation, serving and consumption of food are developed and implemented
- That the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
- Practices are developed and implemented to ensure that all educators can identify the child, the child's medical management plan and the location of the child's medication
- That the child does not attend the Centre without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy, or medical condition
- Risk minimisation plan(s) are reviewed at least annually and/or revised with each change in the medical management plan in conjunction with parents/guardians

- All relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day by educators
- Parents are notified by educators in advance of any special activities taking place such as celebrations, sporting events or excursions so plans of safe inclusion can be developed
- Appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the *Control of Infectious Diseases Policy*

COMMUNICATION PLAN

The communication plan explains how relevant educators are informed about the medical management and risk management plans and how the parent of the child can communicate any changes to the diagnosed health care need, allergy or medical condition.

A communication plan will be created after the meeting with the parents/guardian to ensure:

- All educators are informed about the *Medical Conditions Policy*, the medical management plan and risk minimisation plan for the child; and
- an individual child communication book/document is created so that a parent can communicate any changes to the medical management plan and risk management plan for the child in writing

At all times, families who have a child attending the Centre who have a diagnosed healthcare need, allergy or medical condition will be provided with a copy of this policy and other relevant policies specific to their child's health management and communication plans

RESOURCES

- [ASCIA anaphylaxis e-training for schools and early childhood education/care](#)
- [ASCIA plans for Anaphylaxis](#)
- [Coeliac Australia](#)
- [Cystic Fibrosis Australia](#)
- [Diabetes Australia](#)
- [Epilepsy Foundation](#)
- [National Asthma Australia](#)
- [National Allergy Strategy](#)

SOURCE

- Australian Children’s Education & Care Quality Authority. (2014).
- Australian society of clinical immunology and allergy. ascia. <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011).
- Federal Register of Legislation *Privacy Act 1988*.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2017). (amended 2020).
- National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).
- *Occupational Health and Safety Act 2004*.
- Revised National Quality Standard. (2018).
- Department of Education Victoria *Meeting children’s health needs* (2020).
- Childcare Desktop

REVIEW


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|--------------------|-----------------|----------------------|-----------|
| POLICY REVIEWED | JUNE 2022 | NEXT REVIEW DATE | JUNE 2023 |
| POLICY REVIEWED BY | MICHELLE OAKLEY | NOMINATED SUPERVISOR | JUNE 2022 |

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|-----------------|-----------|------------------|-----------|
| POLICY REVIEWED | JULY 2021 | NEXT REVIEW DATE | JULY 2022 |
| POLICY REVIEWED | JULY 2020 | NEXT REVIEW DATE | JULY 2021 |
| POLICY REVIEWED | JUNE 2019 | NEXT REVIEW DATE | JUNE 2020 |

Appendix A MEDICAL MANAGEMENT PLAN

This form is to be completed by the child’s medical practitioner and provides a description of the health condition and first aid requirements for a child with specific healthcare needs. This information will assist the Centre in developing a Risk Minimizations Plan, which outlines how educators will support the child’s medical needs. (Specific medical management plans for Anaphylaxis, Asthma and Diabetes may be used).

| | | | |
|----------------------------|--|--------------|--|
| Child’s Name: | | D.O.B: | |
| Plan Implementation Date: | | Review Date: | |
| Medical Practitioner Name: | | Phone: | |

| | |
|---|---|
| Diagnosed medical condition: | Details, symptoms and triggers of medical condition: |
| | |
| <p style="text-align: center;">Photo of Child</p>  | Step by step action to be taken: |
| | Attach action plan if relevant (ASCIA) |
| Parent/Guardian contact details: | Medication to be administered (name of medication, dose and method of application, frequency of application, further instructions.) |
| Name: Mobile: Work Phone: Home: Signature: Date: | |
| Parent/Guardian contact details: | Steps to take if symptoms do not improve |
| Name: Mobile: Work Phone: Home: Signature: Date: | |

Medical Practitioners Signature: _____

Date: _____

Nominated Supervisor Signature: _____

Date: _____

Appendix B NOTIFICATION OF MEDICAL STATUS

Use this form to notify the Centre of any **new** medical condition.

A Medical Management Plan and/or ASCIA Action Plan for Asthma or Anaphylaxis completed by your medical practitioner must be provided to our Centre urgently.

Child Details

| | | | | | |
|------------|--|---------|--|-----|--|
| First Name | | Surname | | DOB | |
|------------|--|---------|--|-----|--|

Parent/Guardian

| | | |
|--|--------|--|
| | Mobile | |
|--|--------|--|

Has your child recently experienced an allergy or intolerance (please tick relevant box and complete details on the next page)

- Food allergy
- Food intolerance
- Other allergy: Allergy/intolerance to _____

Has this allergy/intolerance/condition been medically diagnosed?

- No
- Yes (A Medical Management Plan and/or Action Plan must be provided by the medical practitioner or specialist)
- Awaiting test results (Please notify us **immediately** of diagnosed outcome).

Has your child been diagnosed with a previous medical condition (please provide details below)

- Asthma
- Diabetes
- Epilepsy
- Other: Name of condition: _____

| | | | | | | |
|--|-----|--|----|--|----------------|--|
| Could this allergy/condition invoke anaphylaxis? | Yes | | No | | Don't know yet | |
|--|-----|--|----|--|----------------|--|

Please note: if YES, your child **cannot** attend our Centre without a prescribed Adrenaline auto injector kit and completed Medical Management Plan or Action Plan.

| | | | | |
|----------------------|------|--|---------------|--|
| Medical Practitioner | Name | | Phone contact | |
|----------------------|------|--|---------------|--|

| | | | | | | |
|---|-----|--|----|--|-----|--|
| Action Plan/ Medical Management Plan attached | YES | | NO | | N/A | |
|---|-----|--|----|--|-----|--|

Details

Please add any details or other comments that may be helpful to educators regarding this condition whilst waiting for an approved **Action Plan or Medical Management Plan**. This plan must be completed in collaboration with a medical practitioner. Note any possible triggers, how your child emotionally reacts to symptoms and possible treatment.

Parent/Guardian Signature

| | | |
|--|------|--|
| | Date | |
|--|------|--|

Director/Nominated Supervisor Signature

| | | |
|--|------|--|
| | Date | |
|--|------|--|

Review date

| | | |
|--|------|--|
| Parents/guardian must be contacted within 72 hours to follow up on possible diagnosis of anaphylaxis | Date | |
|--|------|--|

Appendix c MEDICAL RISK MINIMISATION PLAN

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|---------------|--|---|---|------|--|
| CHILD'S NAME: | | | | DOB: | |
| 1. | Details of medical condition? | | | | |
| 2. | Does the child need dietary modifications? <i>(If yes, please comment in sections below.)</i> | | Y/N | 3. | Has a medical management plan been submitted for this condition? |
| | | | | | Y/N |
| 4 | RISK: What are the issues or triggers <i>and/or</i> actual/potential situations that could lead to a medical emergency? | STRATEGY: What can be done to reduce these risks? What resources are needed? | WHO: Who needs to be included in the process? Why? | | |
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| 5. | Dietary Modification: Unsafe foods & meals: (If applicable) | | | | |
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| 6. | Safe foods & meals: (If applicable) | | | | |

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All relevant educators have been made aware of this plan and understand the risk, plan to minimise the risk and how to respond if a risk has been detected.

| | | | |
|---------------------------------|--|------|--|
| Responsible Person Name | | Date | |
| Responsible Person Signature | | | |

| | | | |
|--------------------------------|--|------|--|
| Parent/Guardian's Name | | Date | |
| Parent/Guardian's Signature | | | |

| | | | |
|-----------------------------------|--|------|--|
| Nominated Supervisor Name | | Date | |
| Nominated Supervisor Signature | | | |